

CONFIDENTIAL

DDA 78-4185

Approved For Release 2006/04/19 : CIA-RDP86-00674R000300080004-5

30 OCT 1978

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM :

[REDACTED]
Chief, Information Systems Analysis Staff

SUBJECT : Request for Approval of Classification Marking Stamps (U)

1. (U) Action Requested: Approval to order and distribute the stamps developed by the Markings Task Force to fulfill the requirements of Executive Order 12065.

2. (U) Background:

a. The action plan for the implementation of E.O. 12065, which was approved by each directorate and the Office of General Counsel, requires that the final implementing package be coordinated and approved by the signatories of the action plan. However, due to the lead time necessary to ensure that the required stamps are ordered and distributed for use within the Agency by 1 December, we feel it is necessary to request your approval of the proposed stamps now.

b. The Markings Task Force, consisting of representatives from each directorate and the Office of General Counsel, designed and agreed to the use of two stamps to meet the requirements of E.O. 12065 for classification authority and duration markings. Attached is the portion of the Markings section of the draft handbook implementing the executive order which explains these marking requirements and the use of the stamps in detail.

c. In addition to the stamps described in the attached, the Information Security Oversight Office (ISOO) implementing directive requires that foreign government information be identified in such a manner as to ensure that the information is not declassified prematurely or made accessible to nationals of a third country. The NFIB Security Committee (SECOM) is developing an Intelligence Community implementing order and has taken the position that documents containing foreign government information should be annotated with the marking "CONTAINS FOREIGN GOVERNMENT INFORMATION". Up till now the Markings Task Force

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felt an additional marking was not necessary; however, due to the SECOM position the task force will review the SECOM proposal and will probably adopt the use of this marking.

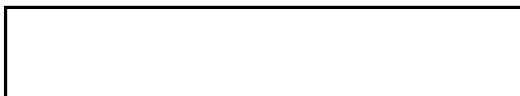
3. (U) Recommendation: We recommend your approval to order now and distribute before 1 December the stamps discussed in b. and c. above.



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Attachment

(✓) APPROVED () DISAPPROVED



Associate Deputy Director for Administration

31 Oct 1978
Date

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RECORDS AND CORRESPONDENCE

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ATTACHMENT

11. IDENTIFICATION AND MARKINGS

All national security information classified by the Agency shall be identified as to the authority for its classification, and the level and duration thereof.

a. OVERALL AND PAGE MARKINGS

- (1) The highest classification level of information contained within a document shall be typed or stamped at the top and bottom of the outside front cover (if any), on the title page (if any), on the first page, and on the outside of the back cover (if any). Each interior page shall be typed or stamped at the top and bottom either according to the highest classification of the content of the page, including the designation "Unclassified" when appropriate, or according to the overall classification of the document.
- (2) Only the designations Top Secret, Secret, or Confidential may be used to identify classified information. Markings such as "For Official Use Only" and "Limited Official Use" may not be used in conjunction with the classification designations, e.g., "Conference Confidential" or "Agency Confidential".

b. CLASSIFICATION AUTHORITY AND DURATION MARKINGS

- (1) Originally Classified Documents. In addition to the overall document classification, the following shall be shown at the time of origin on the face of paper copies of originally classified documents:
 - (a) The date and office of origin.
 - (b) The identity of the classifier.
 - (c) The date or event for declassification or review.
 - (d) If the document is classified for more than six years:
 - (1) The identity of the Top Secret classifier who authorized the prolonged classification.
 - (2) The reason the classification is expected to remain necessary despite the passage of time.



EXAMPLE: The following marking should be applied to the lower right corner on the face of each originally classified document to identify the information specified in b. through d. above.

ORIGINAL CL BY 1/
☐ DECL ☐ REVW ON 2/
EXT BYND 6 YRS BY 3/
REASON 4/

1/ Insert the authorized classifier's employee number, or other identifier approved by the Agency Security Classification Officer. If the classifier does not have the requisite classification authority but is officially acting in the absence of an official who does have such authority, insert the classifier's employee number followed by the position number of the absent official, e.g., 012345 for PG12.

2/ Check the appropriate box to indicate whether the document is to be automatically declassified or reviewed for declassification and insert the specific date or event for such action to occur.

3/ If the date or event for declassification or review exceeds six years from the date of the document, insert the employee number or other identifier approved by the Agency Security Classification Officer of the Top Secret classifier who is authorizing the extended classification--even if this is the same identifier inserted in 1/.

4/ Cite the applicable subparagraph from paragraph 10d of this regulation which explains the reason classification is expected to remain necessary for the extended period.

(2) Derivatively Classified Documents. In addition to the overall document classification, the following shall be shown on the face of paper copies of derivatively classified documents at the time of origin:

- (a) The date and office of origin.
- (b) The identity of the derivative classifier.
- (c) The source from which the classification is derived.
- (d) The date or event for declassification or review, carried forward from the classification source.

EXAMPLE: The following marking should be applied to the lower right corner on the face of each derivatively classified document to identify the information specified in b. through d. above.

DERIVATIVE CL BY 1/
☐ DECL ☐ REVW ON 2/
 DERIVED FROM 3/

1/ Insert the derivative classifier's employee number or other identifier approved by the Agency Security Classification Officer.

2/ Insert the date or event for automatic declassification or review for declassification carried forward from the classification source. If the classification is derived from more than one source, insert the latest date or event. (See paragraph of this regulation for further instructions on declassification dates for derivatively classified information.)

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3/ Cite the source document or the classification guide (by guide and item number) from which classification is derived, e.g., Memo from AB to D/CD dated 1 Jan. 78, Subj: Class Markings; (Guide Number) C9b3.2. If classification is derived from more than one source, insert "multiple". In this case, the identification of each source must be shown on the originator's file copy of the document.

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